

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name DCF		9. Position Number K0228154		10. Budget Program Number 22111	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Program Consultant II		
3. Division Family Services			12. Proposed Class Title		
4. Section Child Support Services			13. Allocation		
5. Unit CSS Administration			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City Topeka County Shawnee			15. By Approved		
7. (Circle appropriate time) Full Time XX Perm XX Inter Part Time Temp %			16. Audit Date: By: Date: By:		
8. Regular Hours (circle appropriate time) From: 8:00 AM To: 5:00 PM			17. Position Reviews Date: By:		

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position is responsible for assisting in the development, revision, and coordination of Child Support Services Program policies, procedures, and training. It also requires a multidimensional knowledge of the programs and computer systems utilized by CSS. This position also assists in the review of field staff casework, which meets federal requirements pertaining to self assessment of the statewide Child Support Services Program.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Amy Burgoon	Title: Public Service Administrator II	Position Number: K0227807
Who evaluates the work of an incumbent in this position.		
Name: Amy Burgoon	Title: Public Service Administrator II	Position Number: K0227807

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Assignments are often general in nature requiring the incumbent to develop sequences and methods within the scope of established policies to complete each specific task, project, or assignment. The employee manages the workload within the guidelines and priorities set forth by the supervisor who reviews work and progress through regular meetings and conferences. Due to the developmental and non-routine nature of the work, the employee is often required to research, analyze and evaluate raw data prior to making recommendations to the supervisor regarding action to be taken.

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
- () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- (X) Major program failure, major property loss, or serious injury of incapacitation.
- () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)
What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	<u>E</u> <u>O</u> <u>R</u> <u>M</u>
1.	25%	Provides technical assistance in the development of child support organizational and operational plans, grants, contracts and or procedures for achieving program goals; participates in the preparation of procedural manuals and related instructional materials; prepares or directs the preparation and maintenance of necessary records and reports
2.	50%	Provides child support training to agency staff, organizations or community groups.
3.	10%	Speaks to groups and organizations to explain services and to promote Child Support Services.
4.	15%	Casework or related special projects.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to perform the essential functions of this position may cause federal fiscal sanctions, and may result in a severe financial loss to the State of Kansas. Program and policy planning impacts the lives of over 100,000 Kansas families. Errors as a result of action or decision by this employee could result in serious consequences concerning potential loss of significant federal funds for the Kansas Child Support Enforcement Program.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contact will be made with Child Support Enforcement field staff, field management, Central Office senior management staff , IT staff, and various DCF divisions. Contacts are for the purpose of evaluating work and making recommendations to direct supervisors and Child Support Enforcement senior management staff; as well as for planning, coordinating, and developing training materials for use by field staff.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office environment.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Computer, Printer, telephone, calculator, fax machine, copier and scanner.

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Undergraduate degree or four years child support related work experience as alternative.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Knowledge of management principals, concepts and techniques and their practical application.

Knowledge of principals and methodology used in the collection, analysis and presentation of administrative and managerial data.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Four years working in Child Support related field.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date